

**CITY OF HARRISBURG AND HARRISBURG SCHOOL DISTRICT**  
**EXPLANATION OF THE**  
**BUSINESS PRIVILEGE AND MERCANTILE LICENSE**

Attached is an application for a Business Privilege and Mercantile License. The fee for this license is \$40.00 for each calendar year. The fee is not reduced pro rata by the portion of the license year elapsed in the year first procured. At the proper time, an annual or quarterly reporting form, whichever is applicable, will be mailed to you.

The Tax Ordinance was enacted under the authority of the Local Tax Enabling Act (Act 511 of 1965), 53 P.S. 6901 et seq., and appears in the Codified Ordinances of the City of Harrisburg at Chapter 5-715. The City of Harrisburg, Chapter 5-715 of the Codified Ordinance and the Harrisburg School District, Resolution of 1989 provides for and regulates the "assessment, levy and collection for general revenue purposes of an annual Business Privilege & Mercantile tax upon persons, firms, companies, and corporations engaging in business, described therein, within the City of Harrisburg. . .". The Chapter and Resolution contains pertinent information relative to the definitions and rates; a copy can be requested either through the City Clerk's Office or the Tax & Enforcement Office.

**Business Privilege & Mercantile Licenses may not be assigned or transferred. So if a new owner takes over the business, a new Business Privilege & Mercantile License and/or Health License application, if applicable, needs completed.** Taxpayer's change of address must be reported in writing to this office within ten (10) days after such change becomes effective.

This license may be suspended or revoked at any time by the Mayor or designee if it is determined that the holder of the permit or license secured the same by misrepresentation; failed to maintain qualifications required by federal, state or local laws; engaged in fraudulent behavior or misleading advertising; consented to or allowed any behavior which would constitute a crime under federal, state or local laws, including but not limited to drug trafficking or drug possession; committed an act of gross negligence, or allowed any manner or form of public nuisance.

**BUSINESS** - This is defined as carrying on, or exercising of any trade, profession, or vocation, or commercial activity or making sales within the City of Harrisburg. **The following are brief descriptions of each category to determine which one accurately describes the nature of your business.**

**BUSINESS PRIVILEGE** - Any profession, vocation or commercial activity, **including but not limited to**, lawyer, doctor, accountant, broker, contractor, consultant, maintenance/repairs, engineering, planning design, installation, training, the lease or use of real or personal property, commission sales, etc., for which a fee is collected for services rendered.

**WHOLESALE DEALER** - Sales made by persons engaged, as owner or agent, in the business of selling to, or exchanging with another person, goods for cash or barter or any consideration, for the purpose of resale by the person acquiring the goods sold or exchanged.

**RETAIL** - Sales made by persons engaged, as owner or agent, in the business of selling or exchanging merchandise for cash or barter or any consideration on the assumption that the purchaser of such goods has acquired the same for ultimate consumption or use and not for resale.

<b><u>TAX RATES</u></b>	<b>CITY OF HARRISBURG</b>	<b>HARRISBURG SCHOOL DISTRICT</b>
Business Privilege:	2 mills (.0020) per \$1,000 of gross receipts up to \$3,300,000. In excess of \$3,300,000, the rate imposed shall be 1/2 mill (.0005) per \$1,000.	1 mill (.0010) per \$1,000 of gross receipts up to \$3,300,000. In excess of \$3,300,000, the rate imposed shall be 1/2 mill (.0005) per \$1,000.
Wholesale Rate:	1/2 mill (.0005) per \$1,000 of gross receipts up to \$5,000,000. In excess of \$5,000,000, the rate imposed shall be 1/8 mill (.000125) per \$1,000.	1/2 mill (.0005) per \$1,000 of gross receipts up to \$5,000,000. In excess of \$5,000,000, the rate imposed shall be 1/8 mill (.000125) per \$1,000.
Retail Rate:	3/4 mill (.00075) per \$1,000 of gross receipts up to \$3,300,000. In excess of \$3,300,000, the rate imposed shall be 1/8 mill (.000125) per \$1,000.	3/4 mill (.00075) per \$1,000 of gross receipts up to \$3,300,000. In excess of \$3,300,000, the rate imposed shall be 1/8 mill (.000125) per \$1,000.

**ANNUAL TAX RETURNS ARE DUE BY APRIL 15TH OF EACH YEAR WHETHER OR NOT A TAX IS DUE!!!**

Failure to file and/or pay the tax could result in legal action by the City as well as your license being revoked.

**MAIL TO:** TAX AND ENFORCEMENT OFFICE  
10 N 2ND STREET, SUITE 305-A  
HARRISBURG, PA 17101  
717-255-6513

Application is hereby made for a Business Privilege and Mercantile License for the year(s) 20\_\_\_\_ as required by Chapter 5-715 of the Codified Ordinance for the City of Harrisburg as amended by the City Council of the City of Harrisburg providing for same. **Indicate Date Business Started (within the City Limits of Harrisburg)**\_\_\_\_\_.

- ☐ WHOLESALE    ☐ RETAIL    ☐ RENTAL    ☐ BUSINESS PRIVILEGE    ☐ BOTH

- |                              |                              |                              |
|------------------------------|------------------------------|------------------------------|
| NAME                         | NAME                         | NAME                         |
| ADDRESS                      | ADDRESS                      | ADDRESS                      |
| CITY, STATE & ZIP            | CITY, STATE & ZIP            | CITY, STATE & ZIP            |
| SOCIAL SECURITY #            | SOCIAL SECURITY #            | SOCIAL SECURITY #            |
| DATE OF BIRTH                | DATE OF BIRTH                | DATE OF BIRTH                |
| TELEPHONE #                  | TELEPHONE #                  | TELEPHONE #                  |
| DRIVER'S LICENSE NO. & STATE | DRIVER'S LICENSE NO. & STATE | DRIVER'S LICENSE NO. & STATE |

**FURTHER INFORMATION APPEARING ON REVERSE SIDE MUST BE COMPLETED!!!**

6. Nature of Business (please fully describe)

7. List current job(s) or contracts, if applicable, which necessitates the application for this license:

8. Have you ever been issued a Business Privilege and Mercantile License with the City of Harrisburg before?  
☐ YES ☐ NO

If yes, give name the license was issued under: \_\_\_\_\_.

9. Give name, address (excluding post office boxes) of other places of Business, Parent Companies (if subsidiary) within or outside the City of Harrisburg.

10. Failure to provide the above information required for proper enforcement of the Business Privilege and Mercantile Tax and License shall cause rejection of this application and shall require a new application and filling fee.

**I VERIFY THAT THE STATEMENTS MADE HEREIN ARE TRUE AND CORRECT. I UNDERSTAND THAT FALSE STATEMENTS MADE HEREIN ARE SUBJECT TO THE PENALTIES OF 18 PA. C.S. #4904 RELATING TO UNSWORN FALSIFICATION OF AUTHORITIES.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

**Prior to submitting this application, if you are located in the City, you are required to obtain Zoning approval, Fire Prevention Code approval and Health approval, if you deal with any type of food.**

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**OFFICE USE ONLY!!**

**APPROVALS**

**OFFICE USE ONLY!!**

The authorized signatures listed below, certify that all Zoning, Health, Fire Prevention, and related licenses, if applicable, have been established and conform with the respected ordinances under their authority.

\_\_\_\_\_  
ZONING ADMINISTRATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CODES ADMINISTRATOR/CODES/FIRE PREVENTION

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HEALTH DEPARTMENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TAX AND ENFORCEMENT ADMINISTRATOR

\_\_\_\_\_  
DATE

Date Forwarded to Codes \_\_\_\_\_

\_\_\_\_\_  
LICENSE NUMBER